

**JULY 31, 2019 PERSONNEL COMMITTEE MEETING MINUTES  
CITY OF EDGERTON**

Chairperson Davis called the meeting to order at 7:00 p.m.

Present: Candy Davis, Sarah Braun and Jim Burdick

Others Present: City Administrator Ramona Flanigan, Police Chief Bob Kowalski and Utility Director Randy Oren.

Flanigan confirmed the meeting agenda was properly posted on Friday, July 26, 2019 at the Post Office, Edgerton Library, City Hall and the website.

**APPROVE MINUTES:** A Burdick/Braun motion to approve the July 1, 2019 Personnel Committee meeting minutes passed, all voted in favor.

**PUBLIC WORKS DIRECTOR HIRING PROCESS:** A list of tasks for hiring a replacement Public Works Director was distributed to the Committee. This list will aid in making decisions in the hiring process.

The Committee was asked to complete a survey which will assist in the development of the job description and the interviewing process. This survey will allow the Committee to rank the traits of the new DPW Director in importance or relevance. Staff suggested the title of the position be changed from DPW Director to Municipal Services Director. This title describes a broader nature of the position. The job has evolved to require this person has (or be able to learn) customer service skills, innovative problem-solving skills, plan review experience, construction project administration, and capital project planning experience. These are only a few expectations the Committee should consider. Flanigan stated the City of Edgerton will see changes in most of the department head positions as management staff retires. The changes will provide the City with the opportunity to restructure positions to utilize the employee skills and still meet the needs of the community.

The Committee discussed the results of the survey. The type of person the Committee is looking for is someone that can manage a staff with a democratic/participative manner and someone who is customer service and department focused. The Committee also felt that experience is slightly more important than education. They would like to see a person that will bring experience from previous positions to the job but will also be sensitive to the local culture and the needs of this specific community. Flanigan will draft a job description for the next meeting.

The Committee will need to determine if an outside "consultant" will be used during the hiring process. Consultants would bring valuable analysis to the interviewing process. They would assist in analyzing the answers given in the interviews. The Committee would need to determine where in the process they wish to bring in an outside consultant. Flanigan suggested the following outside personnel that could be considered: Dave Sauer, City Engineer; City of Evansville DPW Director; and Jim Kapellen. The Committee would like assistance from some professionals to aide in application review and interviews. Staff will contact the recommended personnel and determine their interest.

**ID CARD POLICY:** Chief Kowalski is implementing an ID Badge Policy for all city personnel. The Committee received a draft ID Badge Policy. Chief Kowalski presented a sample of the badge and also discussed the policy. The Committee suggested the following changes: an expiration date of 5 years from

issuance and the badges be a different color each renewal year. The ID Badge policy will be added to the employee handbook.

A Davis/Burdick motion to recommend to Council the approval of the ID policy with recommended amendments passed all voted in favor.

**DPW PART TIME STAFFING:** The Interim DPW Director would like to hire another part time staff person due to the temporary summer staff leaving. The budgeted funds for part time staff will be depleted by the end of August. Due to staffing changes there are funds available to hire one part time temporary employee for fall. This employee would be needed through October.

A Braun/Davis motion to approve funds for hiring a DPW part time staff passed on a 3/0 roll call vote.

Being no other business before the Committee, a Braun/Burdick motion to adjourn passed. All voted in favor.

Ramona Flanigan/wjl  
City Administrator